

## **APPENDIX B: THE LIBRARY INFORMATION**

### **1. NUMBER OF LOCATIONS**

- a) Winnipeg Public Library has 20 branches at 20 different locations across the city.

### **2. NUMBER OF FULL AND PART-TIME STAFF**

- a) Approx. 164 Full-time.
- b) Approx. 200 part-time.

### **3. FULL AND PART-TIME CLASSIFICATIONS**

- a) Shelves – Part-time
- b) Library Service Assistant 1, 2, 3, 4 and 5 – Full and part-time
- c) Librarian 1 and 2 – Full and part-time
- d) Clerk A, B and C – Full-time
- e) End User Support Specialist – Full and part-time
- f) Analyst/Programmer 1 and 2 – Full-time
- g) Information systems Specialist – Full-time
- h) Various Coordinators – Full-time

### **4. SAMPLE OF QUALIFICATIONS**

- a) Job title: Customer Service Assistant (LSA 3)

### **5. MINIMUM ACCEPTABLE QUALIFICATIONS:**

- a) A good knowledge of reference materials, literature, and technologies and a broad general subject knowledge. St. Boniface positions require knowledge of French materials.
- b) Good problem solving and human relations skills
- c) Ability to promote good staff/public relations
- d) Good planning and organizational skills
- e) Strong commitment to public service and the ability to work with a variety of users
- f) Ability to communicate well both orally and in writing
- g) Ability to promote library materials and services
- h) Fluency in French and English required for St. Boniface positions

### **6. WORKING LEVEL QUALIFICATIONS**

(Some may be acquired after starting. Please indicate time frame in months in each statement.)

- a) Demonstrated knowledge of Winnipeg Public Library materials, procedures, and policies (3 months)
- b) Demonstrated expertise with the Integrated Library System (ILS) (3 months)
- c) Demonstrated reference skills, including information technologies (3 months)
- d) General technology or computer skills required to assist the public

**7. JOB TITLE: SUPPORT SERVICES ASSISTANT (LSA 3)**

**Minimum Acceptable Qualifications:**

- a) Demonstrated ability to use web-based tools and resources
- b) Demonstrated ability in basic mathematical skills (test may be administered)
- c) Working knowledge of standard cataloguing, classification, and authority rules and standards, such as AACR2, DDC, MARC, LCSH (test may be administered)
- d) Ability to type 40 wpm
- e) Ability to work accurately with great attention to detail
- f) Ability to work with minimum direct supervision
- g) Ability to follow procedures while remaining flexible to ongoing revisions of standards and library procedures
- h) Ability to accept and adapt to change
- i) Ability to follow written and oral instructions
- j) Ability to meet deadlines when required
- k) Ability to lift boxes up to 40 lbs
- l) Ability to communicate effectively with other staff members and library suppliers

**Working Level Qualifications** (Some may be acquired after starting. Please indicate time frame in months in each statement.)

- a) Expertise in the Library's ILS Acquisition and Cataloguing modules (6-12 months)
- b) Expertise in conducting searches on library-related databases, including searching for ordering information and cataloguing copy (6 months)
- c) Demonstrated ability to order, receive and invoice library material (6-12 months)
- d) Expertise in cataloguing and classification rules and procedures (12-18 months)

## 8. SAMPLE OF SCHEDULES

Our 2 part time Librarians schedules are as follows:

<b>Librarian 1</b>			<b>Librarian 2</b>	
<b>(Summer)</b>			<b>(Year Round)</b>	
Monday	10:15 – 5:00		Monday	9:15 - 5:00
Tuesday	4:30 – 9:00		Tuesday	9:15 - 5:00
Friday	2:00 – 6:00		Wednesday	1:30 - 4:30
Saturday	1:00 – 5:00 (1 in 3)		Thursday	9:15 - 5:00
<b>(Winter)</b>				
Monday	10:15 – 5:00			
Tuesday	4:30 – 9:00			
Friday	2:00 – 6:00 (1 in 3)			
Saturday	1:00 – 5:00 (1 in 3)			
Sunday	12:30 – 5:00			

## 9. SAMPLE OF PREFERENCES DESIRED

- a) The branches staff wishes to work at.
- b) The days of the week that staff wishes to work.
- c) The period of the day (morning, afternoon or evening) that staff wishes to work.
- d) The classifications staff wishes to work at (optional).
- e) Combinations of the above. i.e. Mon-Wed mornings and afternoons at branch A, Thurs-Fri evenings at branches A and B.
- f) Please outline how the staff set up their preferences for call-in extra shifts. Do they have the ability to choose options for working and/or options for not working?